GOVERNMENT OF HARYANA

# Department of School Education

[Management Information System]

Introduction: The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education Department such as Students, teachers, and other education department employees have their logins on the MIS portal and they can access all the services related to the Academic and Administrative purposes in the Department.

USER MANUAL FOR DEPUTATION REVOCATION

This module will be available in the login id of DEO. User will login to the account of concerned DEO and shall follow the steps given below to update Deputation Revocation: -

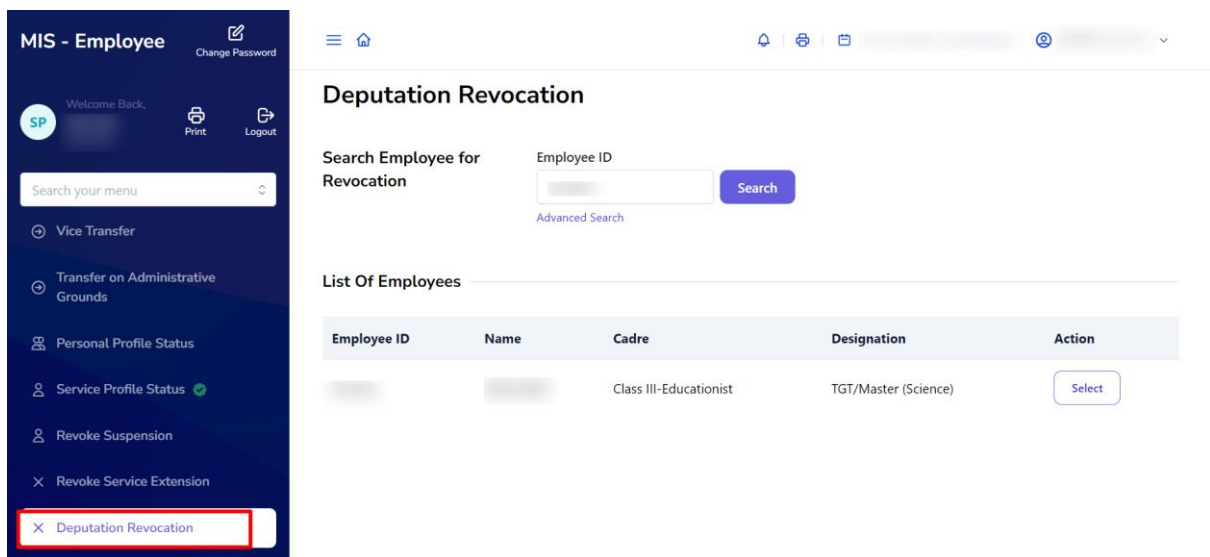Step 1: - **Login**: User must login to the School account on MIS (OneSchool) Portal. User can login through this link https://mis.oneschoolsuite.com/
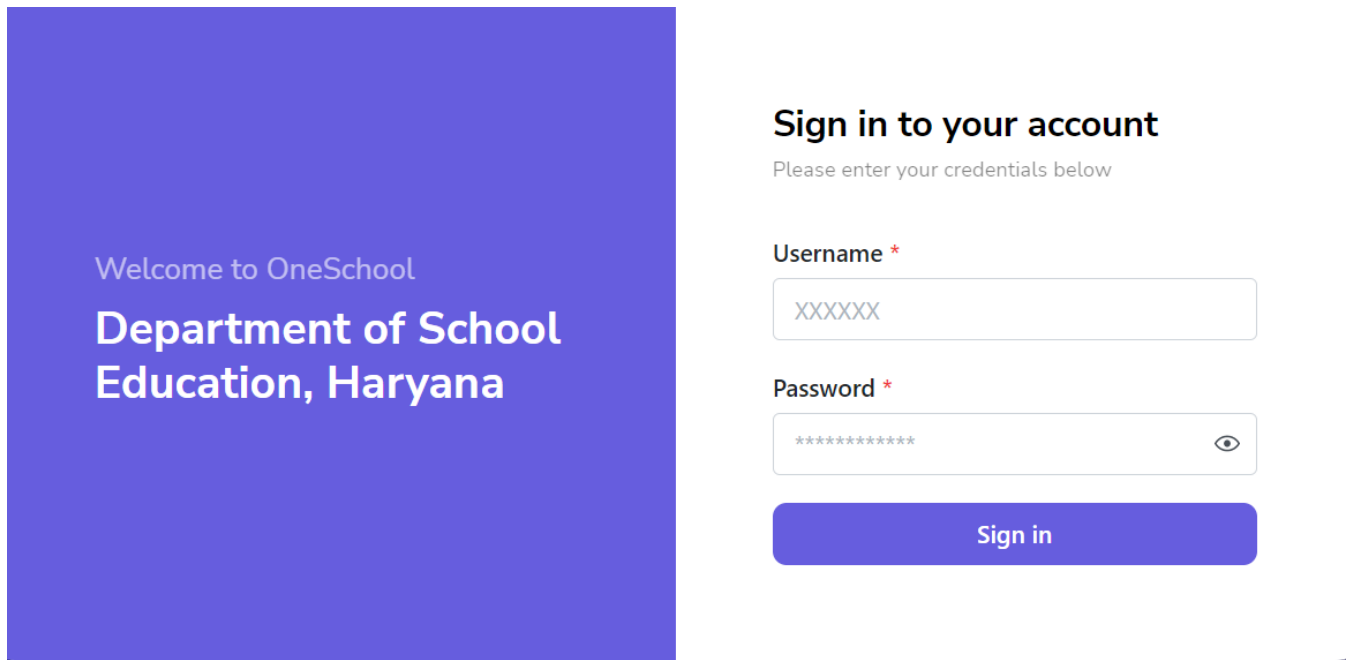
Step 2: - **Navigate to Deputation Revocation**: After successful login on Oneschool Suite, user must click on the " **Deputation Revocation**" tab available on the left side panel under employee administration.
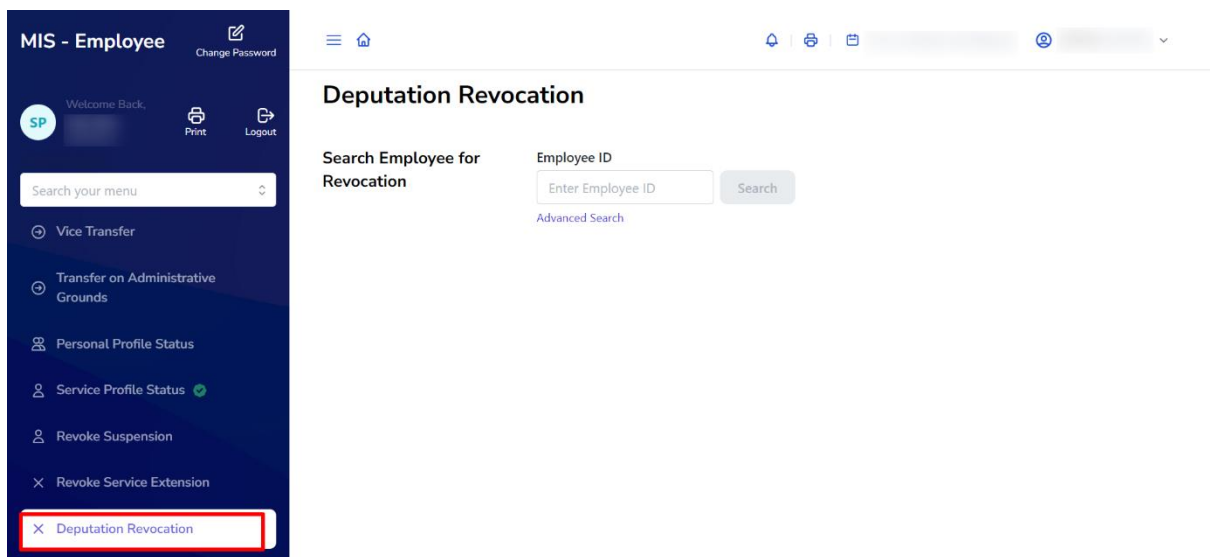
Step 3: - **Search for Employee**: User shall search for the employee entering the employee ID of the Revocated employee in the textbox titled as "Search Employee for Revocation".
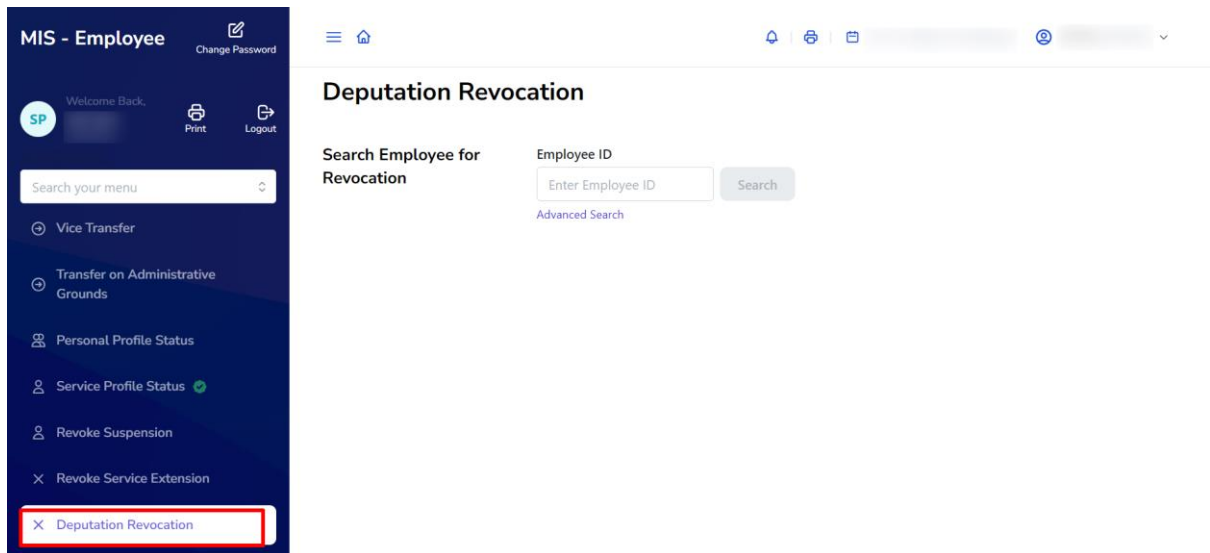
Step 4: -**View Employee Details**: After entering the employee ID, Employee details will appear under the heading of list of employees. The user shall click on the "Select" button to see the full details of the employee.

Step 5: -**Get Employee Details**: Employee details will appear and click on "Proceed"

Step 6: **Vacancy Search** - Users can search for vacancies at schools/offices by providing basic information or location. To view further details, the user must click on the "**Search**" button.

Step 7:- **Select School/Office -** Users can choose any school/office from the available list of vacancies. To make a selection, the user should click on the "**Proceed**" button.
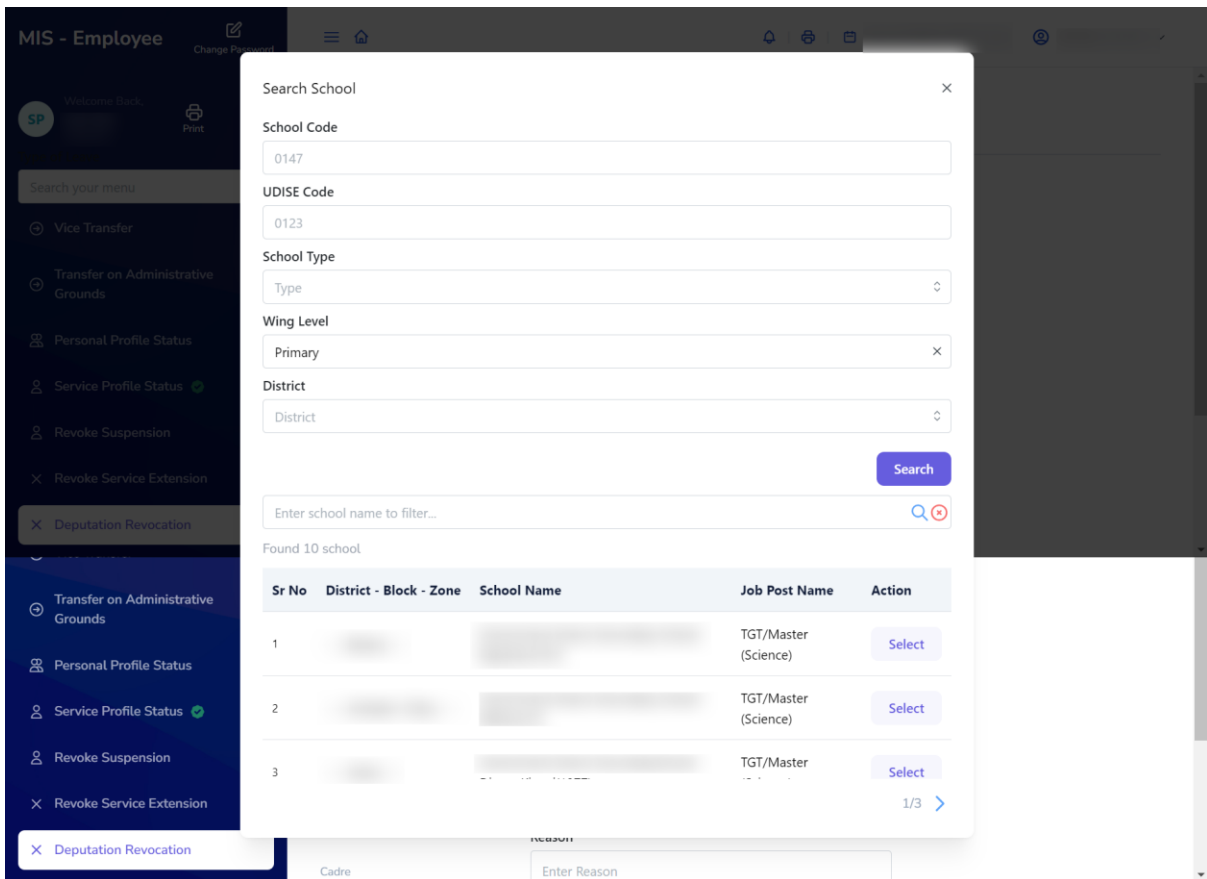
Step 8: - Once the user has selected the school/office, they must fill the details like Order Number, Order date and Reason
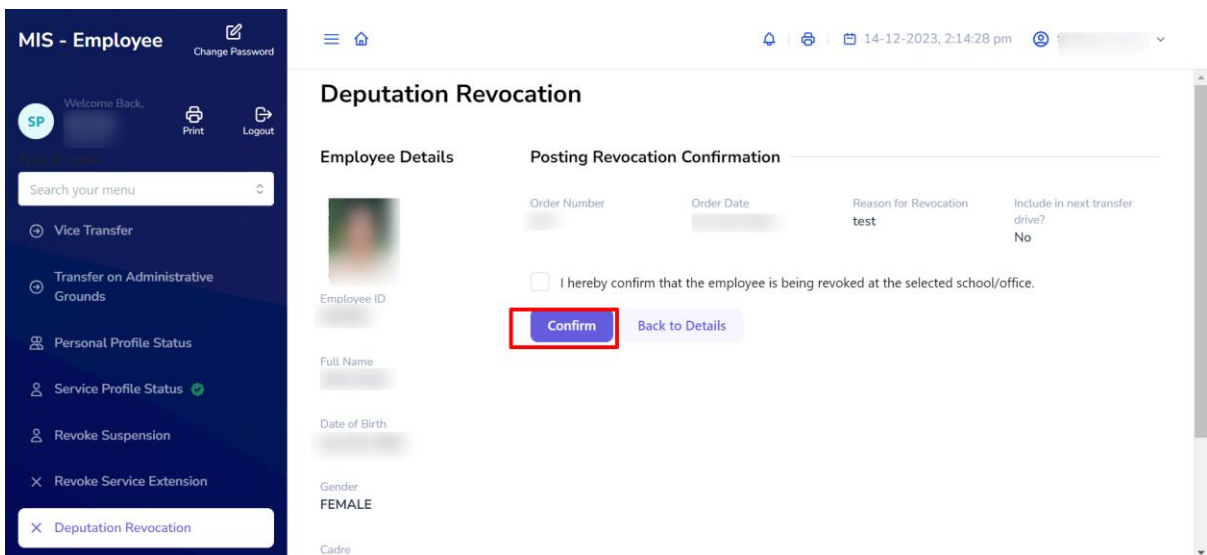
Step 9: - By Click on **Confirm,** details will be updated for deputation revocation